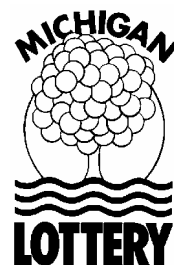




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MILLIONAIRE PARTY GUIDE



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INTRODUCTION

Millionaire parties are licensed events where games of chance normally associated with a casino are played.

This Millionaire Party Guide is a tool to assist you in preparing for, managing, and maintaining records for your event.

It is imperative to read and become familiar with the Millionaire Party Rules. Remember, this is only a guide and many items in the rules are not covered in this guide.

FORMS PACKET

The Millionaire Party Forms Packet is mailed with every Millionaire Party License. Additional copies may be requested by calling our forms request line at (517) 241-7889.

Forms include:

- DOOR SELLER CONTROL LOG (required)
- FLOOR SELLER CONTROL LOG (as needed)
- CASHIER CONTROL LOG (required)
- DAILY CASH ACCOUNTABILITY (required)
- FINANCIAL STATEMENT (required)
- WORKERS SERVICE RECORD (required)

DEFINITIONS

Cashier	The money manager responsible for redeeming chips.
Charity Game Ticket	A ticket commonly referred to as a break-open ticket or pull-tab that is approved by the bureau, and purchased from a licensed supplier.
Chips	Tokens of value used in millionaire party wagering. Imitation money may be used in lieu of chips.
Controller	The money manager responsible for the flow of chips and cash.
Game Operators	Workers who are responsible for running the games or overseeing the operation of the games at a millionaire party.
Money Managers	Workers who collect admissions, sell chips, award prizes, or account for these transactions.
Numeral Game Ticket	A paper strip on which preprinted numbers are covered by folding the strip and banding the folded strip with a separate piece of paper. Numeral game tickets must be approved by the bureau and purchased from a licensed supplier.
Pit Boss	The worker in charge of training and scheduling dealers, and observing the operation of the games.
Retail Value	The price that a merchandise item can be normally found at a retail outlet for purchase. See General Rule 101 (1) (f).
Seller	The money manager responsible for chip sales. May also be responsible for collecting admissions.

THE MILLIONAIRE PARTY COMMITTEE

Before you begin planning your millionaire party, a millionaire party committee should be established.

Qualifications

- ✓ Become familiar with the Millionaire Party Rules and this guide.
- ✓ Determine if you will be selling raffle, charity game, or numeral game tickets in conjunction with your millionaire party. Refer to the Raffle, Charity Game, or Numeral Game Rules.

Duties

- ✓ At least six weeks before the event, begin tasks listed on the Pre-Event Checklist. **See pages 16-17.**
- ✓ Establish house rules for the conduct of the millionaire party. **See Millionaire Party Rule 407.**
- ✓ On the day of the millionaire party, complete the Event Day Checklist. **See page 17.**
- ✓ After the event, complete the Post-Event Checklist. **See page 18.**

MILLIONAIRE PARTY WORKERS

The individuals working a millionaire party include the **CHAIRPERSON, MONEY MANAGERS**, and **GAME OPERATORS**. They do not include the food or beverage handlers.

- ✓ **Chairperson** – Responsible for the oversight and management of the event.
- ✓ **Money Managers** – Responsible for collecting admissions, selling chips, awarding prizes, or accounting for these transactions.
- ✓ **Game Operators** – Responsible for running the games or overseeing the game operation.

At least 50% of all workers shall be members or spouses of members of the licensed organization. All workers must be at least 18 years of age.

A WORKERS SERVICE RECORD must be completed whether a worker is compensated or not and kept with the game records.

Workers are prohibited from sharing prizes with a player or accepting tips of any kind.

Chairperson

Qualifications

- ✓ Must be a member of the organization for not less than six months.
- ✓ Willing to be responsible for the operation of the event.
- ✓ Must become familiar with Millionaire Party Rules and this guide.
- ✓ Must be present at all times during the event.
- ✓ Must wear a badge, which states the name of the licensee, the chairperson's name, and the word "chairperson."
- ✓ Must be listed as chairperson on the Millionaire Party License Application. (More than one chairperson may be listed.)

Duties

PRIOR TO THE EVENT

- ✓ Confirm worker assignments.
- ✓ Complete the top portion of all millionaire party forms.
- ✓ Ensure all chips and cash are maintained in a secure area.
- ✓ Distribute to the controller:
 - Millionaire party game forms.
 - All start cash for money managers.
 - Chips or imitation money.
 - Admission tickets (if needed).
- ✓ Stock game tables with chips.

Chairperson

Duties

(Continued)

DURING THE EVENT

- ✓ Respond to all questions and disputes.
- ✓ Take notes of any problems or disputes, if necessary.
- ✓ Monitor game tables for adequate chip supplies.
- ✓ Have all invoices for equipment on site.

IMMEDIATELY FOLLOWING THE DAY'S EVENT

- ✓ Collect all game forms and money from controller.
- ✓ Complete the DAILY CASH ACCOUNTABILITY form.
- ✓ Secure collected money in a safe or locked location.
- ✓ Deposit the amount of cash indicated on the DAILY CASH ACCOUNTABILITY form into the organization's bank account.

Deposits shall be made within two business days after the event.

BEFORE THE 10TH DAY OF THE MONTH FOLLOWING THE MONTH OF THE EVENT

- ✓ Complete the financial statement and have the principal officer sign and certify the information reported is correct.
- ✓ Submit the financial statement to the bureau.

MONEY MANAGERS

Controller

Duties

PRIOR TO THE EVENT

- ✓ Issue to the seller(s):
 - Start cash.
 - Chips.
 - Admission tickets (door seller only, if applicable).
- ✓ Issue cash or merchandise to the cashier.
- ✓ Log all transactions on corresponding controller game forms.

DURING THE EVENT

- ✓ Maintain controller game forms.
- ✓ Collect money from the seller(s).
- ✓ Replenish the sellers' chips.
- ✓ Secure all cash and chips.

IMMEDIATELY FOLLOWING THE EVENT OR AS NEEDED

- ✓ Balance out seller(s).
- ✓ Balance out cashier(s).
- ✓ Forward all cash and forms to chairperson.

Due to the large amount of money being handled, the controller's station should be located away from entrances, exits, and the players.

MONEY MANAGERS

Door Seller

The door seller sells chips and collects admissions, if charged.

Duties

PRIOR TO THE SHIFT

- ✓ Count any start cash received from the controller and confirm amount by initialing the DOOR SELLER CONTROL LOG maintained by the controller.
- ✓ Count chips received from the controller and confirm the amount by initialing the DOOR SELLER CONTROL LOG maintained by the controller.

DURING THE SHIFT

- ✓ If charging admission, collect admissions and issue admission tickets.
- ✓ Sell chips to players.
- ✓ As needed:
 - Receive additional chips to sell from the controller.
 - Forward excessive cash to the controller.
 - Initial the DOOR SELLER CONTROL LOG for any cash or chip transactions.

END OF SHIFT

- ✓ Forward cash, remaining admission tickets, and any remaining chips to the controller and initial the DOOR SELLER CONTROL LOG for those transactions.
- ✓ Once balanced out by the controller, initial any discrepancy.

MONEY MANAGERS

Floor Seller (optional)

The floor seller sells chips to players in the gaming area. Floor sellers are optional and require additional record keeping and workers.

Duties

PRIOR TO THE SHIFT

- ✓ Count any start cash received from the controller and confirm amount by initialing the FLOOR SELLER CONTROL LOG maintained by the controller.
- ✓ Count chips received from the controller and confirm amount by initialing the FLOOR SELLER CONTROL LOG that is maintained by the controller.

DURING THE SHIFT

- ✓ Sell chips to players.
- ✓ As needed, receive additional chips from the controller and initial the FLOOR SELLER CONTROL LOG for that amount.
- ✓ The floor seller initials the FLOOR SELLER CONTROL LOG for any discrepancies.

Each time additional chips are received, the controller must balance out the previous transaction.

END OF SHIFT

- ✓ Forward cash and any remaining chips to the controller and initial the FLOOR SELLER CONTROL LOG for that amount.
- ✓ Once balanced out by the controller, initial any discrepancy.

MONEY MANAGERS

Cashier

The cashier redeems players' chips for cash or merchandise.

Duties

PRIOR TO THE SHIFT

- ✓ Receive cash or merchandise for redemptions from the controller.

DURING THE SHIFT

- ✓ Redeem chips for cash or merchandise.
- ✓ As needed, receive additional cash for redemptions from the controller and initial the CASHIER CONTROL LOG.
- ✓ Forward chips to the controller and initial the CASHIER CONTROL LOG.

END OF SHIFT

- ✓ Forward chips and any remaining cash to the controller and initial the CASHIER CONTROL LOG for that amount.
- ✓ Once balanced out by the controller, initial any discrepancy.

GAME OPERATORS

Pit Boss

The pit boss oversees the conduct of the games and dealers.

Duties

PRIOR TO THE SHIFT

- ✓ Verify the tables are stocked with chips.
- ✓ Verify the dealers are present.

DURING THE SHIFT

- ✓ Coordinate the relief of dealers for break periods.
- ✓ Change dealers or close game, if the game is consistently losing money.

The organization is not obligated to leave games open.

- ✓ Watch for players who follow a particular dealer from one table to another to see if any problems arise.

GAME OPERATORS

Dealer

Duties

PRIOR TO THE EVENT

- ✓ Attend training meetings.
- ✓ Become knowledgeable of the assigned game.

DURING THE EVENT

- ✓ Run game according to Millionaire Party Rules and house rules.
- ✓ Collect chips from losing bets before awarding chips for winning bets.
- ✓ Watch for counterfeit chips.
- ✓ Notify pit boss if players are winning excessively.

Dealers may not sell chips to players.

GAME OPERATORS

Dealer

Dice Games

- ✓ Dice size must be a minimum of $\frac{3}{4}$ inch. **See Millionaire Party Rule 406(6).**
- ✓ Players shall not touch the dice and shall use a dice cup. **See Millionaire Party Rule 410(2).**
- ✓ Dice shall hit the side boards of the table when thrown. **See Millionaire Party Rule 410(3).**

Watch for counterfeit dice.

Card Games

- ✓ Blackjack or Twenty-one is an authorized game.
 - The dealer shall draw on 16 & under and stand on 17 & over, (ACE + six = 17, this is considered to be a soft 17). **See Millionaire Party Rule 410(4).**
 - There shall not be more than 7 players at a blackjack table. **See Millionaire Party Rule 410(5).**
- ✓ Other card games must be approved by the bureau in writing.

Watch for card switching. (Players cannot use their own cards.)

Wheels

- ✓ Ideally, two workers should be at each wheel. One worker should spin the wheel while the other monitors the bet table to prevent bet switching.
- ✓ When spinning the wheel, change direction of the wheel frequently from clockwise to counter-clockwise. Also, start from a different number each time. These methods eliminate the predictability of the spin.

EVENT REQUIREMENTS

- ✓ Limit chip sales on a single day of a millionaire party to \$15,000.
- ✓ Account for all chip sales.
- ✓ Limit total winnings per person, per day to \$500. This limitation does not include the value of prizes awarded through the sale of raffle, charity game, and numeral game tickets, or the value of imitation money or chips purchased during the occasion.
- ✓ A notice of the \$500 personal limitation on winnings shall be given to each player or posted at the event.
- ✓ Use the following bureau game forms:
 - DOOR SELLER CONTROL LOG (required)
 - FLOOR SELLER CONTROL LOG (as needed)
 - CASHIER CONTROL LOG (required)
 - DAILY CASH ACCOUNTABILITY (required)
 - FINANCIAL STATEMENT (required)
 - WORKERS SERVICE RECORD (required)

PRE-EVENT CHECKLIST

- ☐ 1. Choose a chairperson(s).
- ☐ 2. Select the event date(s), time, and location.
- ☐ 3. Select a supplier, if necessary. Check your local yellow pages for a licensed supplier in your area or you may request a current supplier list from the Charitable Gaming Division at (517) 241-7889.
- ☐ 4. Apply for a Millionaire Party License at least four weeks prior to advertising or printing tickets.
- ☐ 5. Determine which bureau-approved games will be played. Contact supplier with any questions concerning game operations.
- ☐ 6. Develop house rules in accordance with Millionaire Party Rule 407.
- ☐ 7. Raffle, charity game, and numeral game tickets may be sold under a Millionaire Party License. If tickets are sold, the licensee must read the rules that apply to these types of tickets before the event. If you are in need of these forms, telephone the forms request line to obtain accountability forms at (517) 241-7889 or visit our Web site at www.state.mi.us/milottery.
- ☐ 8. Estimate the size of the party to determine how many volunteers are needed.
- ☐ 9. Recruit volunteer workers for the event. Read MILLIONAIRE PARTY WORKERS section of this guide.
- ☐ 10. Establish meeting(s) to assign duties and train all workers.
- ☐ 11. Once the Millionaire Party License is received, the event may be advertised. (Note advertising restrictions in Millionaire Party Rule 418.)
- ☐ 12. Arrange for needed equipment. (Only authorized equipment may be used.)
- ☐ 13. Rent or purchase chips, if necessary.
- ☐ 14. Prepare chairperson identification.
- ☐ 15. Acquire arm bands, badges, or other worker identification. (Optional.)

PRE-EVENT CHECKLIST

(continued)

- ☐ 16. Arrange to have pencils, pens, tape, paper, and calculators available.
- ☐ 17. Have enough copies of bureau game forms ready for each day of the event. The event information section required at the top of each form should be pre-filled. If charging admission, sequentially numbered tickets must be used (e.g., theater-type roll tickets).
- ☐ 18. Determine the amount of start cash needed for the event.
- ☐ 19. Within a day or two of the event, obtain the start cash.
- ☐ 20. Ensure chips that will be sold to players are counted into manageable stacks. Chip trays are recommended.

EVENT DAY CHECKLIST

- ☐ 1. Test all equipment.
- ☐ 2. Set-up game tables and money management areas.
- ☐ 3. Post the Millionaire Party License in a conspicuous place.
- ☐ 4. The following must be posted or distributed to each player:
 - House rules.
 - Game instructions.
 - \$500 limit on winnings per player.
 - Bet limits.
- ☐ 5. Distribute worker identification.
- ☐ 6. Ensure chairperson has adequate supply of all required bureau forms.
- ☐ 7. Have invoices on-site and available for the inspector.

POST-EVENT CHECKLIST

- ☐ 1. Deposit all proceeds within two business days after the event.
- ☐ 2. Return equipment to storage or supplier within 48 hours of the event.
- ☐ 3. Keep the following records for the current year plus three years:
 - All completed game forms.
 - All documents supporting financial report entries (e.g., deposit slips, invoices, etc.).
- ☐ 4. Secure the principal officer's signature on the financial statement.
- ☐ 5. Ensure that the financial statement is submitted to the bureau by the 10th day of the month following the month of the event.